

Business Continuity Planning Checklist

This resource plan prepares Enliten IT to recover from unexpected events (loss of key personnel) or disasters such as earthquake, fire, flood, hurricane, pandemics and other emergencies.

Things to do locally		By date or review on	✓
Emergency services Contact	Get the contact details of local emergency services and agencies and put them in places that will be easy to find in an emergency. Schedule routine checks of the contact list to keep it up to date.	20/12/13	✓
Stock and equipment		By date or review on	✓
First aid kit	Check first aid kit supplies and 'use by' dates, and/or put together a new kit. Or buy a preassembled kit from a reputable organisation like St John's or the Red Cross:	20/12/13	✓
'Go pack' emergency kit	Put together a 'go pack' emergency kit for evacuation of the worksite including copies of: <ul style="list-style-type: none"> • Critical documents • Action plan • Contacts details • How to run the business 	20/12/13	✓
Supplies	Can you source supplies from other suppliers (if necessary).	20/12/13	✓
Storage	Identify possible alternative storage arrangements for stock, plant and equipment.	20/12/13	✓
Insurance	Consult with insurance company to determine the level of cover provided in the event of loss from a natural disaster and other unexpected events.	30/04/13	✓
Insurance expiry / auto payments	Use a diary or PC-calendar reminder system to keep track of insurance expiry dates. Arrange for the automatic payment of premiums to ensure cover is there when needed.	30/04/13	✓
Utilities		By date or review on	✓
Turning off services	Find out and take note of where to turn off electricity, gas and water.	20/12/13	✓
Phone/internet	Research options for internet and mobile phone access in emergency situations.	20/12/13	✓
Call diversion	Learn how to put telephone call diversion arrangements in place quickly.	20/12/13	✓

Arrangements in the event of being unable to do business		By date or review on	✓
Location	Identify options for an alternative business location.	20/12/13	✓
Death	Identify who would take control in the event of the death of key personnel. Do they have access to the “how to run Enliten IT” documentation?	20/12/13	✓
Fire protection	Install and regularly test fire alarms.	20/12/13	✓
Records management		By date or review on	✓
Back up	Put in place procedures to regularly back up all computer records.	Weekly	✓
Client Contact	Keep up to date contact details of all customers, suppliers, contractors. Have abridged version of email/phone details in case of having to contact people urgently on mobile phone.	Monthly	✓
Copies	Make copies of records at regular intervals and securely store them in an offsite location.	Monthly	✓
Critical documents	Store critical documents (e.g. insurance policies, important financial records) in a fire/water-proof container or safe deposit box. Do staff know where these are kept?	20/12/13	✓
Plastic bags	Keep robust plastic bags in the emergency kit to use for protecting business documents for fast evacuation.	20/12/13	✓
Communication		By date or review on	✓
Emergency communication	Use mobile phone for emergency communications.	20/12/13	✓
Contact Details	Ensure you have up to date list of all contact details for customers, suppliers and contractors.	20/12/13	✓
Call diversion	Put in place a plan to divert phones.	20/12/13	✓
Financial		By date or review on	✓
Payments	Determine how rent, wages, insurances, loans and other financial commitments will continue to be paid, and for how long.	Monthly	✓
Records	Make duplicate copies of critical financial records at regular intervals and securely store them in an offsite location.	Quarterly	✓

Staff welfare and preparation for emergencies		By date or review on	✓
Evacuation routes	Identify evacuation routes for staff should roads be cut or blocked.	20/12/13	✓
Evacuation plan	Make sure staff are familiar with the evacuation plan.	20/12/13	✓
Business continuity	Identify key staff and tasks that will support business continuity. Make sure staff are familiar with these tasks, should the continuity plan be activated.	20/12/13	✓
Regularly review plan	Review the business continuity plan regularly with staff to ensure everyone is clear about what to do, and who has responsibilities.	20/12/13	✓
Maintaining contact	Make arrangements to maintain contact with contractors during prolonged closure.	20/12/13	✓
Insurance (also refer to stock and equipment)		By date or review on	✓
Disaster cover	Identify which disasters are, and are not, covered by current insurance policies?	30/04/13	✓
General cover	Check insurance cover for staff, building and contents, personal accident and sickness.	30/04/13	✓
Key person	Consider taking out "key person" insurance to cover the loss of a key person in the business.	30/04/13	✓
Business continuity plan		By date or review on	✓
Identify risks	Identify and analyse the possible risks to your business, including the closure of a major supplier.	20/12/13	✓
Critical activities	Identify critical business activities and how they will be maintained in both a short and a long term situation.	20/12/13	✓
Location	Identify another workplace location to be used while the damage to business premises is repaired.	20/12/13	✓
Cash flow and cash reserves	Identify ways to access cash reserves. How might a downturn in business affect cash flow, whether from a short-term impact or long-term impact?	20/12/13	✓
Distribution and transport	Identify alternative transport/distribution routes and make arrangements with suppliers and couriers/freight handlers.	20/12/13	✓
IT	Considered how to strengthen IT infrastructure to incorporate remote customer access.	20/12/13	✓
Marketing	Develop strategies for winning back customers. For example, a recovery marketing plan.	20/12/13	✓

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Business Continuity Plan	Put together off-site copies of the Business Continuity Plan and put them in places that will be easy to find in an emergency. Schedule routine checks of the content to keep it up to date.	20/12/13	✓
Surviving	Assess how long the business can survive without access to premises, records, and computers and so on.	20/12/13	✓